

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
<b>Functional Requirements Document (FRD)</b>		
<b>Project#</b> 00642/211611	<b>Project Title:</b> EmpowHR: Modify the current FS_ASPD program	<b>Date Prepared:</b> 09/26/2013

Version 2.0 - Document revised to include an additional requirement, not previously documented.  
As of: 2/11/2014  
(Note: The Agency Requesting Official will change the Version number and 'As of' date only when submitting a revised FRD, e.g. Version 1.0.1)

<b>Scope:</b>	To modify the existing ASPD program(s) to allow for the inclusion of additional fields that will auto-populate data into a new JobCode record when the "Copy from JobCode ASPD" function is executed.
<b>Assumptions:</b>	<p>The creation of a JobCode record in EmpowHR utilizing the 'Create from JobCode ASPD' template function assumes data is contained in each of the specified fields on the template record when it was created/saved. No programmatic validation /verification will occur to ensure data is contained in the respective fields.</p> <p>All changes documented herein shall be implemented for and accessible to all EmpowHR users.</p> <p>The scope of this project will not impact the User's Roles/Permissions; therefore, no modifications are required. Security involvement is not required for this project.</p> <p>508 Compliance Required.</p>
<b>Test:</b>	Agency participation in User Acceptance Testing is requested and will be conducted in accordance with the guidelines provided by the NFC-EmpowHR User Acceptance Test Group.

<b>Functional Requirements</b>	
<input checked="" type="checkbox"/> <b>Human Resources Applications Branch (HRAB) Requirements</b>	
<b>EmpowHR Job Code Component</b>	
<b>Overview: Current Functionality</b> The Agency Standard Position Description (ASPD) function is a mechanism within EmpowHR which allows users to collect and store common data as a template for use in the future. This capability is accessible from within the JobCode component and provides a mechanism for users to store JobCode information in EmpowHR as a template row when data is keyed into specific fields and the record is saved; the Transaction Status is 'Applied' and the information is not transmitted to NFC. Once saved, an ASPD template record can be	

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used for the purpose of retrieving these data for placement onto a new JobCode record. EmpowHR users have the option to use the saved template to create multiple JobCode records.

To accomplish the transfer of data from an ASPD Template, a button labeled 'Create JobCode from ASPD' is available on a new JobCode record. When clicked, the user is brought to a search page, where the option to enter an ASPD template number or perform a lookup is available. Once the ASPD number is located and user clicks 'OK', the data values contained in specific fields on the template record will be copied from the ASPD template and populated into the corresponding fields on the new JobCode record. When an ASPD template is used to create a new JobCode record, the number identifying the ASPD template used will be populated into the 'Created from ASPD' field on the new JobCode record.

Note: The ASPD template copy function assumes data is contained within the respective fields; if the field on the template record is null, then the corresponding field on the new JobCode page will be null. No validation or verification is/will be conducted by the system to ensure data is contained in the fields. At a minimum, the fields required (asterisked (\*) and yellow) to successfully save the ASPD JobCode template record and those fields having default values should not be null.

### Expected Changes

The program(s) executed as a result of the user clicking the 'Create JobCode from ASPD' button will be modified to include additional fields that will be copied into the new JobCode record. The following list consists of all fields that will be copied from the ASPD Template record to the new JobCode record from which the 'Create from JobCode ASPD' function was executed. (Note: An asterisk identifies the JobCode fields being added to the current ASPD copy function.)

Occupational Series  
Official Position Title Code  
Official Position Title  
\*Official Position Title Prefix  
\*Job Family: Agency  
Supervisory Status  
\*Medical Checkup Required  
\*Master Record Number (NFC)  
\*FLSA Status

### US Federal header

Created from ASPD: #  
\*Bargaining Unit  
\*Pay Basis  
\*Fund Source  
\*Parenthetical Title  
PATCOB Code (Value derived - based on 'Occupational Series' field value)

### Classification Factors header

\*Agency Use  
\*Professional Category  
\*IA Actions  
Classification Standard  
Class Standard Issue Date (Value derived - based on 'Class Standard' field value)

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Classifier  
 Date Classified  
 \*Classification Standard Code  
 \*Early Retirement Code  
 \*Target Grade  
 Default Compensation tab  
 Pay Plan  
 \*Salary Plan  
 Grade

**Job Code Profile** Find First 1 of 2 Last

\*Effective Date: [05] \*Status: Active Transaction Status: InProgress Go To Row

\*Reason Code: NEW \*Person Type: Federal Employee Agency Type: Federal

\*Occupational Series: 0190 Social services aid and assistant

\*Official Posn Title Code: 0002 \*Official Position Title: SOC SRVCS ASST

Official Title Prefix: [ ]

Organization Posn Title Cd: 6290 Organization Position Title: PLANNING SPECLST

**Detailed Jobcode Description**

Job Family: Agency: [ ] \*Supervisory Status: 4 SupvCS ☐ Medical Checkup Required

Master Record Number (NFC): 302292 \*FLSA Status: Nonexemp

**US Federal**

\*Agency: AG Department of Agriculture ASPD? ☐ Created from ASPD: 081417

Sub-Agency: 11 Forest Service

Position Location: [ ]

\*POI: 3333 NEW ORLEANS, LA

Bargaining Unit: [ ]

Pay Basis: Per Annum

Fund Source: [ ] ☐ Interdisciplinary Code

Parenthetical Title: [ ]

\*PATCOB Code: Technical

**Classification Factors**

\*Functional Class: Not Applicable ☐ IA Actions

Agency Use: [ ]

Professional Category: Oth Prof

Classification Standard: GS-0101 Social Science Class Standard Issued Date: 01/02/1980

Classifier: [ ] Classification Standard Code ☐

\*Date Classified: 05/20/2005 Early Retirement Code: [ ]

Classification Authority: Title 5, GS Class System Target Grade: [ ]

**Classification Factors** Find View All First 1 of 1 Last

Classification Factor:	Factor Level:	Points:	Weight (%):

**Job Code Profile** Default Compensation Affected Positions and Empls

SetID: COMM Job Code: 302292 Find View All First 1 of 1 Last

**Default Compensation**

Effective Date: 09/23/2013 Status: Active PI Indicator: Applied

Sal Plan/Grade/Step	*Pay Plan:	*Salary Plan:	*Salary Grade:
	GS	0000	08

	Minimum	Midpoint	Maximum
Hourly:	\$18.030000	\$20.735000	\$23.440000

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<b>Signature of Systems Requirements Branch Chief:</b> Not Applicable	<b>Date:</b>	
<b>Signature of Web Requirements Branch Chief:</b>	<b>Date:</b>	
Dana Esposito /s/	2/11/2014	